

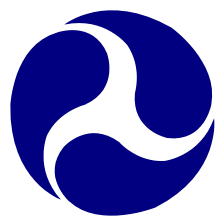
# **TEAM-Web User Guide**

## **Chapter 14**

### ***American Recovery and Reinvestment Act (ARRA) Reporting***

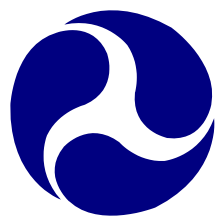
**By:  
ActioNet**

**Version: 1.2.2  
Date: 08/13/2012**



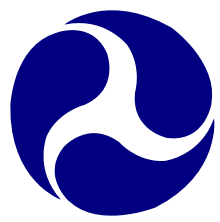
## Chapter 14 Change History

Version	Date	Description	Change By
1.0	07/21/2009	Initial Document	Travis Klein
1.1	07/27/2009	Updated 1201 form screenshot	Travis Klein
1.2	12/08/2011	Added section 78 as ARRA required	Mei Sum Lee (Yvonne)
1.2.1	3/21/2012	SCR 6254 Notation of ARRA Reporting 1201: Initiate Report sub link removed from navigational menu	Marbella Merlo
1.2.2	0/13/2012	SCR 6316: Update screenshots and text. Remove the word “edit” from windows and links	Gregory Feldman



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## Overview – ARRA 1201 Reporting

TEAM-Web has reporting features to support the 1201 reporting requirements as dictated by the American Recovery and Reinvestment Act (ARRA). The guidance contained in this chapter is meant to assist FTA recipient users with locating these reporting features and with understanding how to utilize those features.

### Location

The Navigational Menu contains a primary element labeled “ARRA Reporting: 1201.” There are also two additional sub links below the “ARRA Reporting: 1201” link. The sub links include: “View Report,” and “1201 Report Guidance.” Please reference Figure 1 for an illustration of where these links are located.

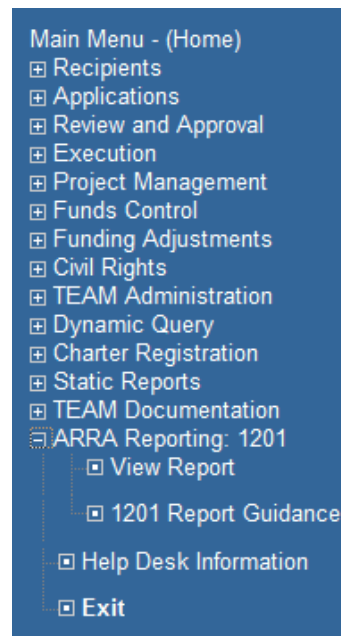
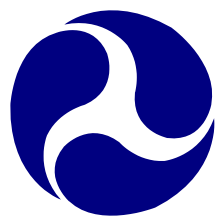


Figure 1



## Initiate Report

**(Note: The ARRA Reporting: 1201, Initiate Report sub link is no longer available in TEAM as of March 22, 2012)**

To initiate a report the user must first select a project from the project query screen. The user may access the TEAM-Web ‘Query Applications’ feature (see Figure 2) by clicking on the words of the “ARRA Reporting: 1201” link. The user may then enter the appropriate search criteria to retrieve their applicable project(s) for reporting.

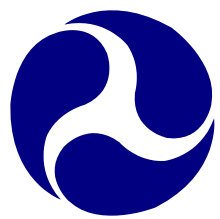
The screenshot shows a web form titled "Query Applications" with a blue header bar. Below the header, there are several input fields and dropdown menus for searching projects:

- Year:** A dropdown menu with "Any" selected.
- Active/Closed:** A dropdown menu with "Active" selected.
- Recipient ID:** A text input field.
- Project Number:** A text input field.
- Amend:** A dropdown menu with "Current" selected.
- ALI:** A text input field.
- Project Status:** A dropdown menu with "All" selected.

At the bottom of the form is a yellow button labeled "Submit Query".

**Figure 2**

The user must then select the applicable grant from the query results by clicking on it. The record line will highlight blue (see Figure 3).




Project Query Results 		
Project Number	Description	Rev.
VA-96-X001-00	3 Buses, Equipment, Prev Maintenance	0
VA-96-X002-00	38 Vans, 11 Buses, Signs, ADA, PM,	0
VA-96-X003-00	7 Buses, Const Maint Fac, Renov, Equipment	0
VA-96-X004-00	2 BUSES, BENCHES & LED SIGN	0
VA-96-X005-00	Vehicles, equip, bus shelters, ADP	0
VA-96-X006-00	Hardware/Software/Surveillance Equipment	0
VA-96-X007-00	2 Hybrid Trolleys, Shelters, Amenities, ACM	0
VA-96-X009-00	2 Locomotives, 2 Buses, OCC, Amenities	0
VA-96-X010-00	6 Buses, Support Vehicle, Fare Eq, etc	0
VA-96-X011-00	Purchase buses & equipment,	0
VA-96-X012-00	2 Paratransit Buses, Transfer Sta, Equip	0
VA-96-X013-00	Buses, Shelters, ADA Equip, ACM	0

Figure 3

Once the user has selected a project, they may click on the “Initiate Report” link in the Navigational Menu to the left (Figure 4).

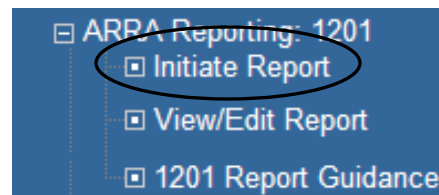
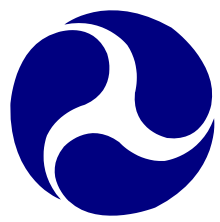


Figure 4

There are a variety of application rules that govern whether or not a report may be initiated. Validations include the following:

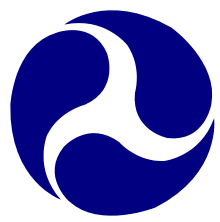
- The project must be an ARRA project in order to be eligible for 1201 Reporting. If the project is not Section ID 96, 66, 36, 56, 86, 06, 77, or 78 then the user will receive the following system message: “This project is not an applicable ARRA project and does not require the submission of a 1201 Report.” If the system triggers this message, the user will not be able to access the report form to initiate a new report.
- The user may only initiate a report within a designated reporting window for the applicable reporting period. The standard reporting window is the first of the month in which the report is due through the report due date. If the user is a valid recipient user and is trying to initiate a report outside of the allotted reporting window defined by FTA, then they will see the following system message: “It is not currently a valid reporting period. A reporting period opens the first of the month in which the



report is due and closes on the report due date (8/1/2009 – 8/16/2009 for the 8/16/2009 report for example). Please see the 1201 Report Guidance section or contact the helpdesk if you need more information.” If the system triggers this message, the user will not be able to access the report form to initiate a new report. Note: FTA can allow a user to bypass the validation for the reporting window closed date if the user is assigned specific access to do so.

- The application will check if the project was executed by the last day of the month proceeding the reporting period. For example, the project must have been executed no later than 11:59 PM Eastern Time on 7/31/2009 to be eligible to submit an 8/16/2009 report. If the project was executed on 8/6/2009, it would not be eligible for the 8/16/2009 report. “This project was not submitted in time to require a 1201 Report during this reporting period. Reports must have been executed no later than the final day of the month proceeding the reporting period. Please see the 1201 Report Guidance section or contact the helpdesk if you need more information.” If the system triggers this message, the user will not be able to access the report form to initiate a new report.
- The user attempting to initiate a report must be a Recipient User and must have the project Recipient ID listed as “primary” in their user profile. If a FTA user with access to the project record attempts to initiate a report (even within the allotted reporting timeframe), they will receive the following message: “Only Recipient users with the recipient organization of this project listed as ‘primary’ within their profile may initiate a 1201 Report. Please see the 1201 Report Guidance section or contact the helpdesk if you need more information.” If the system triggers this message, the user will not be able to access the report form to initiate a new report. Note: FTA can allow a user to bypass this validation if the user is assigned specific access to do so.
- The Recipient organization of the project must have a DUNS number in its Recipient profile. If no DUNS number is found in the database, the user will receive the following message: “No DUNS number information was found. Please add the DUNS number of this project’s Recipient Organization to the Recipient record in the TEAM-Web View/ Modify Recipient form before attempting to submit a 1201 Report.” If the system triggers this message, the user will not be able to access the report form to initiate a new report.
- The user may not initiate a report for a project in the same reporting period if a report has already been initiated. TEAM-Web will next check to see if a 1201 Report for the selected project has already been initiated for the given period. If this is true the user will see the following system message: “A 1201 report has already been drafted for this reporting period. Please click on the View/ Edit Report feature to access the report. Please see the 1201 Report Guidance section or contact the helpdesk if you need more information.” If the system triggers this message, the user will not be able to access the report form to initiate a new report.

If all of the conditions are met (or the user has the necessary rights to bypass certain validations) then a blank 1201 Report form will activate.



## Report Form

**(Note: Report Form no longer editable in TEAM and is read-only as of March 22, 2012)**

TEAM-Web has a 1201 Report data entry form that shows existing data and allows the grantee user to enter the data elements required to satisfy 1201 reporting requirements. TEAM-Web serves as a repository for this 1201 data specific to FTA/ TEAM-Web grants.

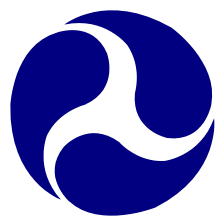
The form contains the data elements displayed in Figure 5.





TEAM-Web ARRA Recipient 1201 Report	
Project Number:	VA-56-9009
Recipient ID:	1458
DUNS Number:	074746470
Report Period:	16 Aug 2009
Section of Statute:	49 USC 5309 - Fixed Guideway - Economic Recovery
ARRA Program:	Fixed Guideway Infrastructure Investment
<hr/>	
1. The total amount of funds awarded in this grant.	56.00 ?
2. Of the amount of funds on line 1, the total amount that has been committed as of July 31, 2009.	23.00 * ?
3. Of the amount of ARRA funds listed on Line 1, the total amount that has been expended as of July 31, 2009.	12.00 * ?
<hr/>	
4. The number of contract solicitations that have been issued as of July 31, 2009 related to the funds provided under this grant.	2 * ?
5. The estimated amount of funds under this grant associated with solicitations on line 4.	2.00 * ?
6. Of the number of solicitations on line 4, the number of contracts awarded as of July 31, 2009.	2 * ?
7. The amount of funds under this grant associated with the contracts listed on line 6.	2.00 * ?
8. Of the number of contracts listed in line 6, the number of contracts for which work had begun as of July 31, 2009.	2 * ?
9. The amount of funds under this grant associated with contracts listed on line 8.	2.00 * ?
10. Of the number of contracts listed in line 8, the number of contracts for which work had been completed as of July 31, 2009.	2 * ?
11. The amount of funds under this grant associated with contracts listed in line 10.	2.00 * ?
12. The total number of hours associated with direct jobs attributed to this grant.	2.00 * ?
13. The total amount of funding from State resources that you planned to expend for the program that funds this grant as of February 17, 2009 during the period from 2/17/2009 through 9/30/2010.	2.00 * ?
14. The total amount of funding from State sources that you have expended for the program that funds this grant during the period from 2/17/2009 through 9/30/2010.	2.00 * ?
<hr/>	
Comments: (1700 Character Maximum)	
testt updated.....	
<hr/>	
Last Update By: Sudha Nayani      Last Update Date: 8/1/2009 7:02:43 PM	
<div>Update Report   Reset   Close</div>	

Figure 5



The fields pre-populated by TEAM-Web are read-only and cannot be modified.

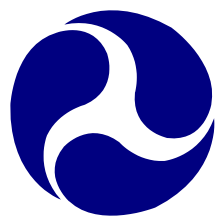
The “Comments” field is available to note entry parameters for future reference in TEAM-Web, but the information entered in this field is not transmitted to the TIGER system. There is a 1700 character limit to the “Comments” field.

The form has the following data entry rules:

1. All of the modifiable data entry fields shown with an asterisk are required. If a user attempts to submit a report with one of these fields empty, then the data will not save and the application will inform the user of which field(s) failed this check with a message directly below each of the field labels that still require data. For example: “This is a required field: you must enter data to save your report” will appear below Line 6 if no entry was made and the user had clicked on the “Update Report” button.
2. All of the data fields with the exception of the “Comments” field require a numeric entry. If a user attempts to enter invalid data, then they will be notified with a message as soon as they exit the field that will show directly below the field label: “Invalid data: this field requires a numeric entry”
3. The “Line 2” data field may not be greater than the value in “Line 1.” If this parameter is not met, then the data will not save and the application will notify the user of this parameter with a pop-up message: “The value in Line 2 may not be greater than the value in Line 1.”
4. The “Line 3” data field may not be greater than the value in “Line 2.” If this parameter is not met, then the data will not save and the application will notify the user of this parameter with a pop-up message: “The value in Line 3 may not be greater than the value in Line 2.”

The “Update Report” button saves/ submits the report and closes the form. The “Reset” button resets all values currently entered by the user to the previously saved value. If the user is initiating a report, the values will reset back to a blank or null value with the reset feature, but if the user is updating a report, the values will reset back to the last submitted/ updated value. System entered values may not be cleared with the reset button. The “Reset” button will first activate an “Are you sure you want to reset your entries to the previous value?” system message with “Ok” and “Cancel” buttons available in case of an accidental click. Clicking “yes” will close the message and proceed with resetting the values. Clicking “no” will close the message form without resetting the report values.

The user name information of the last person to modify a specific report appears in the “Last Update By” data field and the date they saved the update will show in the “Last Update Date” field. During the initiation process, these fields will be blank.

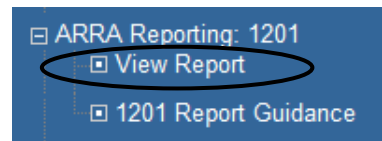


Each of the required data entry fields has a question mark icon to the right of the field. If the user requires additional information about the data entry point, then they can click on this icon to receive a pop-up message with additional guidance.

## View Report

The purpose of the View Report feature is to view the contents of a previously submitted report. The user must first select a specific project in order to use the 1201 View Report feature. Please reference the Initiate Report section if you need assistance in how to query a project.

Once the user has selected a project from the query results window, he or she may activate the View Report feature by clicking on the “View Report” link in the Navigational Menu for an applicable project.



**Figure 6**

If no reports have yet to be drafted for the project selected, then the user will see the following system message: “There are no 1201 Reports established for the selected TEAM-Web project. Please see the 1201 Report Guidance section or contact the helpdesk if you need more information.”

If the selected project contains 1201 reports, then the View Report feature starts with a pop-up form feature that will list all of the existing reports for the selected Project record (Figure 7).

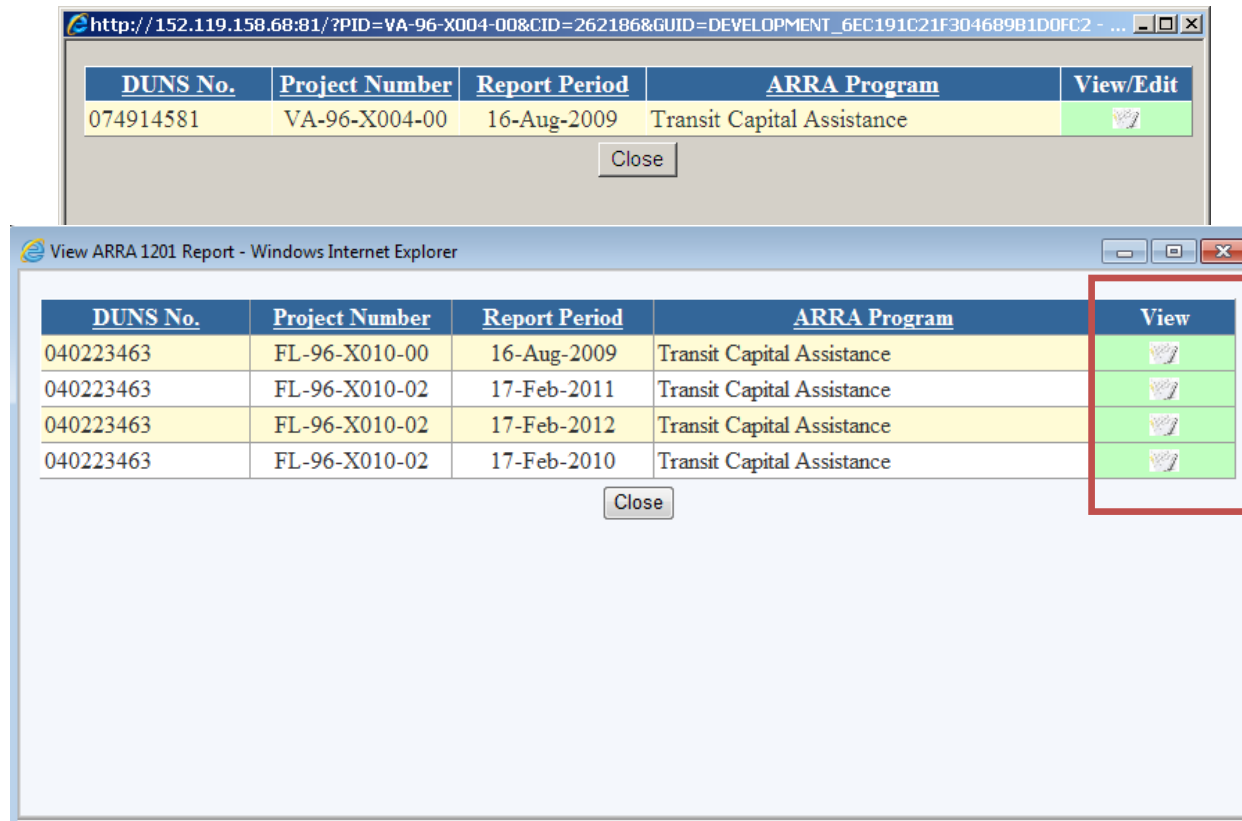
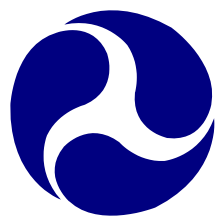
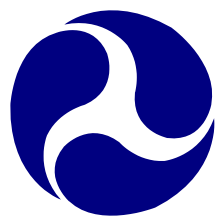


Figure 7

The user may select the desired report by clicking on the View illustration to the right of the ARRA Program description as seen in the red square in Figure 7. By selecting the report icon, the 1201 Report form will open. The user may open one report form at a time. Once they close the report they are reviewing, they will return to the View form and may select another report (if applicable) or may elect to close the View form by clicking on the “Close” button to return to the project query results screen. FTA or Recipient users with access to the project record may only view the report as **read-only**.



## 1201 Guidance

A guidance page is available to serve as a reference to TEAM-Web users responsible for submitting 1201 reports. The information can be displayed within the TEAM-Web application to the right side of the TEAM-Web Navigational Menu. The guidance feature activates when a user clicks on the “1201 Report Guidance” link established in the Navigational Menu.

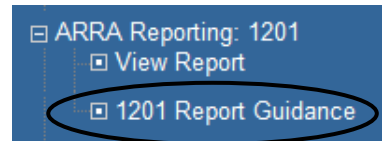
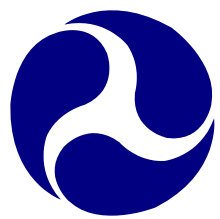


Figure 8



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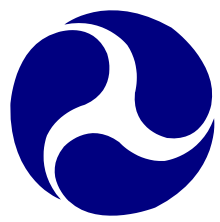
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